

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Milestone Charts

FROM:

C/P&PD/OL
154 P&P Bldg.

EXTENSION

NO.

DATE 15 April 1983

STAT

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

4/15

Per your request, attached are the 2nd quarter milestone charts for FY-83 MBOs.

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OFFICE: DDA/OL/P&PD
OBJECTIVE STATEMENT: Implementation of P&PD Digital Prepress System (3 Year Project)
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT:
DATE SUBMITTED: April 1983 FY 83

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Initial testing, operation, and evaluation of the EOCOM laser platemaker.	0					X						
2. Order Black and White Electronic Camera.	X											
3. Installation, testing, and Evaluation of Black and White Electronic Camera.		X										
4. Order and install CAMEX "testbed" pagination system.			0						0			
5. Prepare detailed specification for Interactive Area Composition and File Management System (IACFM).			X									
6. Visit vendors of page makeup systems to evaluate their performance in producing benchmark samples of typical publications.				X								

OFFICE: DDA/OL/P&PD
 OBJECTIVE STATEMENT: Implementation of P&PD Prepress System (3 Year Project)
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: FY 83
 DATE SUBMITTED: April 1983

STAT
 STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7. Prepare a final report on CAMEX testbed pagination system.					0	-----	-----	-----	0			
8. Based on detailed specifications for IACFM and on results of pagination system testbed, conduct a market survey of available equipment and prepare a final report with recommendations.						X						
9. Based on results of items 5-7, either: a. Prepare and release a Request for Proposal (RFP) for an IACFM b. Order recommended IACFM												
10. Investigate color scanners for inclusion in Digital Prepress System and other P&PD color printing applications.						X						
11. Order Color Scanner.							0					

OFFICE: DDA/OL/P&PD
 OBJECTIVE STATEMENT: Conduct a Pilot Quality Circle Program in P&PD/OL
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: FY 83
 DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct Research.		X										
2. Define Requirement.		X										
3. Build Management Support.		X										
4. Organize Steering Committee/Select Administrative Coordinator(s).		X										
5. Contract for a Consultant.		X										
6. Conduct a Quality of Worklife Survey.		X										
7. Develop Implementation Plan.			X									
8. Publicize Program and Solicit Volunteers			X									
9. Conduct Training.			X									
10. Initiate Pilot Program.			0									
11. Consultant Assessment Survey.						0		0	0		0	
12. Facilitator-Steering Committee Status Review.				X	X	X	0	0	0	0	0	0
13. Pilot Program Final Report.												0

U - Scheduled
X - Actual

OFFICE: DDA/OL/P&PD
OBJECTIVE STATEMENT: Develop a Training Program for Photography Branch
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: FY 83
DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Collect and analyze background report for present branch structure and pay scale rates.			OX (FY-82)									
2. Review position descriptions and compare with photo industry standards.				0	-----		X (FY-82)					
3. Interview branch managers and employees.					0	-----				0	-----	X (FY-82)
4. Prepare draft of findings and recommendations. (FY-83)		0	-----		0	-----	X					
5. Develop program outline based on results of recommendations. (FY-83)					0	-----	0					
6. Develop selection criteria. (FY-83)						0	-----	0				
7. Develop training schedules, curriculum, administration, and evaluation mechanisms. (FY-83)								0	-----	0		
8. Publish completed program and implement training. (FY-83).									0	-----	0	

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Conduct a Staff Study as to the feasibility of establishing a Waste Management Program for P&PD

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED] FY 83

DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define activities and objectives for waste analysis program.			X									
2. Gather background data and obtain copy of printing industry standards on waste.					X							
3. Prepare report for management review with recommendations on course of action.							0	-----	0			
4. Based on results of report, conduct a 90-day pilot study program of selected supply items.									0			
5. Evaluate results of pilot program and prepare recommendations.												0

Scheduled
X - Actual*OK still being
checked*

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Develop Work Standards and Measure P&PD Productivity Via the MIS

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED]

FY 83

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DATE SUBMITTED: April 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Investigate available printing and photography work standard plans and productivity measurement systems that could serve as models for P&PD.									0			
2. Develop a set of work standards to measure individual productivity.											0	
3. Design a functional specification detailing P&PD requirements for software development.	0X											
4. Contract a software vendor to develop software that will process production data collected via MIS and new data required to produce productivity measurement reports.												
5. Load new productivity measurement software into MIS.												
6. Test and Evaluate new software.												
7. Implement productivity measurement software.												

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040003-7 :heduled
X - Actual

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Develop Work Standards and Measure P&PD Productivity Via the MIS

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED]

DATE SUBMITTED: April 1983

FY 83

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8. Implement reporting of productivity measurement.												
9. System performance evaluation.												

Scheduled
X - Actual

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Develop a Specially Defined Requirements Package for Low Volume Copiers and Extend those Requirements into a Competative Bid and Contract Award
 RESPONSIBLE OFFICER: STAT
 SIGNIFICANT FUNDING AMOUNT: FY 83 for Copier Rentals STAT
 DATE SUBMITTED: April 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop Requirements and Work Statements.			0-----0-----									
2. Obtain contracting concept approval.			0-----0-----									
3. Complete Contractor source selection.				0-----0-----								
4. Prepare Request for Proposal.						0-----0-----						
5. Release Request for Proposal.							0-----0-----					
6. Contractor response deadline.								0-----0-----				
7. Evaluation of Responses.									0-----0-----			
8. Complete contractor selection.									0-----0-----			
9. Contractor Debriefing.										0-----0-----		
10. Contract Award											0-----0-----	

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OFFICE: DDA/OL/P&PD
 OBJECTIVE STATEMENT: Develop Requirements for P&PD's Support to FBIS MIDAS Project
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: FY 83
 DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop production support and production backup capabilities for Phase I of MIDAS.	0			-X0								
2. Implement Phase 1 MIDAS production support.		0					0X					
3. Determine MIDAS to P&PD communications requirements.			0			-X0						
4. Participate in MIDAS Phase II System Definition requirements.						0	-0					
5. Install and test MIDAS to P&PD communications facility.												0

U - Scheduled
X - Actual

ok

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: ETECS Support for Users of Wang Word Processors

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED]

FY 83

DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Order Communicating WANG Word Processor (GJ-56)	X											
2. Install WANG to ATEX Interface (Direct) Hardware/Software on ATEX 8000			X									
3. Install WANG Word Processor in GJ-56.		0										
4. Test WANG to ATEX Interface (Direct)			0									
5. Develop WANG to VM/370 Interface (ODP/SPD)											0	
6. Test WANG to ATEX Interface via Bi-Sync Data Link.												0
7. Publish Tech Note Announcing Interface Capabilities.												0

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community STAT

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED] FY 83

DATE SUBMITTED: April 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify current and future video support capabilities.					0				0			
2. Identify equipment needs to meet potential video support capabilities.							0			0		
3. Identify space requirements to meet potential video support capabilities.									0		0	
4. Identify skills and staffing requirements for potential video support capabilities.										0		
5. Prepare a report for management on current and potential video support alternatives.												0

OFFICE: DDA/OL/P&PD
 OBJECTIVE STATEMENT: P&PD Bindery Automation Study
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT:
 DATE SUBMITTED: April 1983

FY 83

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Compile data on the present Bindery requirements and equipment capabilities	0	---	X									
2. Survey P&PD management and customers as to projected future requirements.		0	---	0	---	---	---	0				
3. Survey the printing industry for current initiatives in Bindery.			0	---	0	---	---	0				
4. Prepare Bindery automation requirements paper.					0	---	---	---		0		
5. Prepare a final report on Bindery Automation. The report will contain recommendation on equipment acquisition, work flow, personnel/equipment utilization and any other areas identified by management.								0	---	---	---	0

U - Scheduled
X - Actual

OFFICE: DDA/OL/P&PD
OBJECTIVE STATEMENT: Purchase and Implement WHIZ Automated Mailing System
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT:
DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Purchase Whiz System		X0										
2. System Installation		X		X0								
3. Dissemination Personnel Training			X		X0							
4. Dissemination begins to convert mailing lists to new system			X		X0							
5. Total conversion of mailing lists												
6. Trial Period for System						X0						
7. System Total Operational							X0					

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Develop an Automated Maintenance Program System for P&PD

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED]

DATE SUBMITTED: April 1983

FY 83

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define requirements for an automated database for logging of in-house, contractual or vendor-supplied remedial equipment repair and preventive maintenance scheduling.	0	-X										
2. Design a functional specification detailing P&PD equipment maintenance requirements.	0	-	-	-	0	-X						
3. Prepare a report to P&PD management recommending which computer system (i.e., MIS, VM GIMS0 should be used to support the program.		0	-	-	-	0						
4. Either solicit in-house support for or contract for software development.				0	-	-	-	-	0			
5. Load software into system.										0	-	-
6. Test & Evaluate new software.											0	-

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040003-7 Scheduled
X - Actual

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Develop an Automated Maintenance Program System for P&PD

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED]

FY 83

DATE SUBMITTED: April 1983 [REDACTED]

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7. Implement data entry by LSS/P&PD												0
8. Implement Maintenance reporting.												
9. System Performance Evaluation.												

X - Actual

OK

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Implementation of P&PD/ODP Autofiche System

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED] FY 83

DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Test and evaluate Autofiche software for alphanumeric micrographics production		0	-----			0X						
2. Develop procedures and publish an ODP Tech Note on AUTOFICHE utilization			0	-----		0	-----		0			
3. Begin full implementation of AUTOFICHE system for alphanumeric production				0	-----			0	-----	0		
4. Test and evaluate computer graphics (Dicomed) AUTOFICHE module						0	-----		0			
5. Develop procedures and publish an ODP Tech Note on AUTOFICHE computer graphics module utilization							0	-----		0		
6. Begin full implementation of AUTOFICHE system.									0	-----		0

OFFICE: DDA/OL/P&PD
OBJECTIVE STATEMENT: Prepare Up-To-Date Floor Plans on P&PD Facilities
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: FY 83
DATE SUBMITTED: April 1983

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Survey P&P Building to determine existing facilities.		0-----X										
2. Coordinate with Branch and Division Management to determine future plans/requirements.		0-----X										
3. Work with Design & Presentation Center to develop a graphic presentation capable of easy update.				0-----0								
4. Prepare measurement drawing for final drafting.						0-----0						
5. Execute final drawing. Make reproductions per requirements.							0-----0					

OFFICE: DDA/OL/P&PD

OBJECTIVE STATEMENT: Evaluate and Make Recommendations on P&PD's Support to the Agency
 RESPONSIBLE OFFICER: Videodisc Production Requirement

SIGNIFICANT FUNDING AMOUNT: FY 83

DATE SUBMITTED: April 1983

STAT
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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify and document potential Agency Videodisc applications.						0	-----	-----	0	X (1982)		
2. Identify and evaluate available equipment for the production and duplication of videodiscs.									0	X (1982)		
3. Identify and estimate cost of modifying existing Agency micrographics or toher equipment for the production and duplication of videodiscs.										0	-----	-----X (1982)
4. Prepare a study, using data gathered in steps 1-3 above, that identifies the requirements and how P&PD would provide production support.	0	-----	-----	-----	-----	0	-----	-----	0			